RESUME Do's & Don'ts

In creating your resume, ALWAYS:

• Honestly summarize your skills and work experience, including technologies <u>you are familiar with</u>, such as spreadsheet or data-base software, computer systems used, etc etc.

• Update your resume as you make career or educational changes.

• Use *bullets* where appropriate.

• Use short paragraphs—no longer than five lines.

• Use conventional English. Stay away from multi-syllable words when a one- or two-syllable word is clearer.

• Make sure your resume and the cover letter are error-free. Proofread and have others proofread for you as well.

• Rewrite a resume for a specific position with a specific company. It's extra work but may very well pay off.

• Include your significant contributions at each of your jobs.

• Allow the most space for the positions that are most relevant to the position for which you are applying.

• List your involvement with professional, trade and civic associations—but only if they are appropriate.

• Keep a permanent file of your achievements, no matter how inconsequential they may seem to you. This is the basis for a good resume.

• Give each of your references a copy of your resume.

• Reread your resume before every interview— chances are the interviewer did just that, too.

• Send your resume in the timeliest manner possible. Fax or e-mail your resume when appropriate.
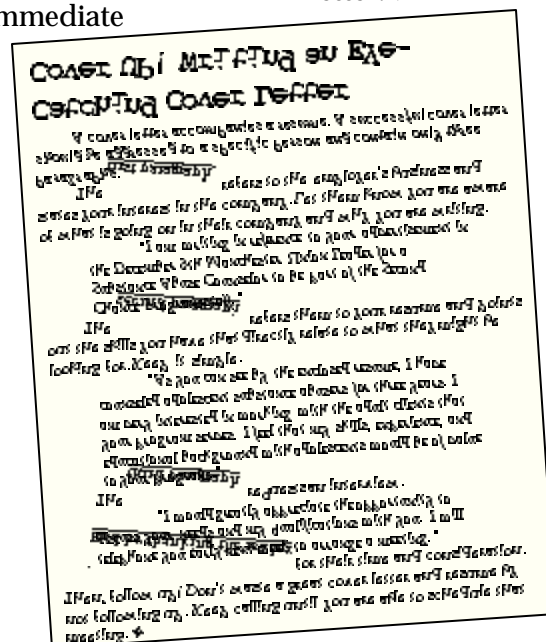
In creating your resume, NEVER:

• Never lie.

• Never give reasons for termination or leaving a job. In most cases, the reader can find negative connotations to even the best explanation.

• Never include your height, weight or remarks about your physical appearance or health.

• Leave out your Social Security number, spouse's occupation and personal philosophies.

• Never list hobbies, sports or social activities.

• Never list technologies for which you have no *work* experience under "experience."

• Never state "References Available on Request." It's assumed, and only clutters the resume. Never list references.

• Never use exact dates; month and year are sufficient. Don't put the date your resume was prepared. If your search takes longer than a few months, the resume will look outdated.

• Never include your company phone number unless your immediate boss is aware of your planned departure.

• Never list your high school or grammar school if you're a college graduate.

• Never state your objectives on your resume unless the resume is targeted to that position or occupation.

• Never use professional jargon unless you're sure the resume will be read by someone who understands the buzzwords.

• Never use so-called action words like *sparked, accelerated* or *streamlined.* They're passé.

• Never provide salary information on your resume. Save it for the interview. If you are required to give that information, do so in the cover letter.❖